Village District of Eastman
Commissioners' Meeting, January 15, 2025
9:00 AM, VDE Office/Zoom

In attendance: Commissioner Terry Large, Commissioner Karla Karash, Commissioner Bill Weeks, General Manager Amy Lewis, Executive Assistant Sherrill Zani, Treasurer Bill Samuels, Assistant Treasurer David Wright (on Zoom), Brad Moses, and Paul Etkind from the Eastman Community Association Strategic Planning Committee (on Zoom).

Commissioner Large called the meeting to order at 9:00AM.

Paul Etkind was in attendance via Zoom to talk about the Eastman's Plan2030, which is a strategic planning guide for the ECA. There are 3 sections: community living, economic vitality, and economic viability. Mr. Etkind summarized the plan and asked that the VDE Commissioners review the components of the plan and offer ways to help the plan succeed. Commissioner Large agreed to do so and will have comments back to Mr. Etkind mid-April.

Mr. Etkind commented on the construction at West Cove. He is very impressed with how the job was done, given the conditions. Mr. Etkind exited the meeting at 9:14.

The Commissioners reviewed the minutes of December 18, 2024 and tabled the approval until changes submitted by Commissioner Karash are made. These minutes will be reviewed at the February 19th meeting.

Field/Operations:

Executive Assistant Zani updated the Commissioners on the status of meter replacements. There are many meters that have not been working for several billings. The Commissioners agreed that these customers will get a higher estimated amount for this billing as there has been no way to know what their usage actually is. Installation of replacement meters is expected to pick up once the bills go out, as the estimated bills will be sent with stickers requesting customers to call the VDE office to schedule replacements. When the meters are replaced, the meter read is taken off the old meter to compare to the estimated amounts. There will be an adjustment on the bills of the amount owed or credited.

GM Lewis reviewed with the Commissioners the topics for the newsletter going out with the 4th quarter billing which will include the Lead & Copper Rule Revision (LCRR), the 50th Anniversary of the Safe Drinking Water Act, meter replacements, and the active new billing system.

GM Lewis stated that Lead & Copper sampling Round 2 for 2024 is complete. We now have approximately 80 approved sampling sites; NHDES requires 40 sites be sampled each round, so the additional sites will provide a broader range of data.

GM Lewis stated that the MNR reporting shows tanks are healthy.

Projects:

In Construction

At 9:30, Andy Sharpe from Underwood Engineering joined the meeting along with Dan Jacobson and Dave Mercier (Teams) to discuss the West Cove project. On Thursday January 9th ledge was found at West Cove B. The team on site worked all day Friday and Monday removing ledge. There is approximately 13 feet of ledge, and 7 feet has been removed. After discussion of options, it was the consensus that drilling through the ledge would be better than blasting. It was agreed that the West Cove B project is now on hold until the driller is scheduled. Andy Sharpe will get the drilling set up as soon as possible and provide an updated schedule to the VDE.

One requirement for the leaching field design project is that the current discharge permit allowing the VDE to send treated effluent to the 14th fairway pond on the golf course must be modified to include PFAS sampling requirements and maximum permitted levels. The current permit was granted in 2023 and expires in May 2028. Because this is more than a permit renewal with a small modification, Underwood Engineers will prepare a service agreement to apply for a new discharge permit and forward to GM Lewis.

GM Lewis updated to Commissioners on the Fernwood project design. The plans have been updated by field staff and sent back to Underwood Engineers, who have submitted a near-complete approval package to NHDES. This submittal incorporates comments and suggestions provided to UE from the VDE. The project should be ready to advertise for bid at the beginning of February.

GM Lewis updated the Commissioners that KA Stevens is in the final construction stages on Wellfield Road.

GM Lewis gave an update from Mike Duffy and Jesse Halikas at Horizons Engineering that they are putting together a bid package for the final construction of the Glenwood wells.

In Planning

Wastewater

Underwood Engineers will provide GM Lewis with an Engineering Services Request (ESR) to begin applying for an updated discharge permit as discussed above.

Construction of the leaching field would occur August-October of this year. We would maintain the ability to pump treated effluent to the golf course during the construction. Once the leaching field is ready to go online, the pump station would be down for 14-30 days.

GM Lewis confirmed to the Commissioners that a second quote is still anticipated from Manchester fencing.

Financial:

The Treasurer's Report was given by Treasurer Samuels, who stated that the VDE cash flow is good. The capital reserve accounts were funded at the end of December per the 2024 budget. The January bond bank application was submitted to NHMBB. The New Hampshire Municipal Bond Bank application for the January bond sale was submitted to NHMBB.

The 2025 Budget draft was reviewed for the budget hearing. The 2024 Annual Report draft will be available for review at the February meeting.

Commissioner Large prepared a policy for board review that authorizes GM Lewis to commit to spend up to specific amounts without Board approval; up to $25,000 without board notification, and up to $50,000 with board notification. After review, Commissioner Weeks made a motion to accept this policy as prepared. Commissioner Karash seconded the motion and all were in favor.

Other:

Commissioner Large will be taking lead on the 2025 Annual Meeting presentation discussion.

The 2024 filing period is currently open; Weeks, Samuels, and Moses filed declarations of candidacy to be on the 2025 ballot for officer elections.

With nothing further, the meeting adjourned at 11:32AM.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman